



# State of Nevada – Department Of Personnel

## CLASS SPECIFICATION

| <u>TITLE</u>      | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|-------------------|--------------|--------------|-------------|
| SUPERVISORY BUYER | 36           | B            | 7.307       |
| BUYER II          | 34           | B            | 7.308       |
| BUYER I           | 32           | B            | 7.310       |
| BUYER TRAINEE     | 30           | B            | 7.318       |

### SERIES CONCEPT

Buyers are responsible for the procuring of major goods, financing and services required by State agencies and political subdivisions.

Incumbents regularly meet with department heads and departmental representatives from other departments/agencies to discuss needs or problems experienced with items purchased and to provide budgetary and technical support and product information.

Incumbents formulate bid specifications, develop bid evaluation criteria, solicit written bids, proposals and competitive quotations, schedule bid openings, forecast delivery lead times, evaluate responses on a cost/benefit or cost/performance basis, reserve funds against budgets and/or funds, negotiate and award items, and develop and authorize contracts to the appropriate bidder.

Incumbents meet with vendor representatives, heads of companies, engineers, financial managers and others to discuss goods and services and to provide information regarding the State's purchasing system.

Incumbents administer contracts to ensure compliance by auditing invoices and expediting purchase orders including contracting the vendor, requesting delivery information, explaining delivery needs and pursuing alternative delivery options if necessary.

Incumbents monitor vendor performance and the quality of goods and services purchased to ensure continued compliance to contract specifications. Negotiate freight claims and work with the vendor to remedy any discrepancies and/or modify or cancel contract if necessary.

Incumbents study market trends and product performance to follow technological developments and changes in business practices, product features and capabilities and forecast product needs by reviewing literature, conferring with vendors, manufacturers and end-users, maintaining reference library, attending tradeshow and product demonstrations, etc.

Incumbents perform related work as required.

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## **CLASS CONCEPTS**

### **SUPERVISORY BUYER**

Under general direction, the Supervisory buyer supervises and performs assignments of a difficult nature in such areas as assisting in the development of legislative drafts, providing expert testimony, reviewing and approving sole source purchases to assure compliance with applicable rules, regulations, policies and laws. Positions assigned to this level are expected to be first line supervisors over professional purchasing and technical staff. Assignments generally involve the exercise of independence and discretionary judgement in the development and management of purchasing contracts.

### **BUYER II**

Under direction, Buyer II's are expected to perform the full range of duties as described in the series concept and are involved in the more complex areas of large equipment, commodities, or specialized services purchasing. Incumbents are expected to serve as a lead worker over other buying personnel in the agency. Incumbents perform assignments that require logical decision making in order to determine correct courses of action.

### **BUYER I**

Under direction, Buyer I's perform the full range of duties as described in the series concept involving the application of established and fairly standard purchases which require judgement in the application of these procedures and require the assistance and approval of either the Supervisory Buyer or Buyer II in areas of exception or large dollar values. This class represents the journey level in the series.

### **BUYER TRAINEE**

Under immediate supervision, Buyer Trainee's perform the duties as described in the series concept in a training capacity. Duties involve routine purchases and require the assistance and approval of either the Supervisory Buyer or Buyer II. This class represents the trainee level within the series.

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## **MINIMUM QUALIFICATIONS**

### **SUPERVISORY BUYER:**

#### **EDUCATION AND EXPERIENCE:**

I

Graduation from an accredited college or university in Business Administration or related area and three years of technical experience in large scale buying, specification writing or related professional purchasing responsibilities; OR

II

Two years of experience as a Buyer II in Nevada State service; OR

III

Graduation from high school or equivalent education and five years of technical experience in large scale buying, specification writing or related professional purchasing responsibilities; OR

IV

An equivalent combination of education and experience.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of all commodities purchased for State use.

Skill in motivating others to effective action.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Thorough knowledge of Federal and State rules, regulations, and guidelines pertaining to governmental procurement. Knowledge of supervisory techniques including selection, work assignments and review, training, development of work performance standards and discipline. Comprehensive knowledge of the principles, techniques and practices of purchasing in order to formulate decisions, negotiate with parties and to comply with established rules and regulations. Knowledge of the State's purchasing system/procedures. General knowledge of the principles of finance and statistics including present value, risk management and cash flow management.

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## MINIMUM QUALIFICATIONS

### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Cont.)

Skill in basic mathematical computation in order to calculate rates and cycle times. Skill in organizing, formulating and presenting recommendations is required. Skill in operating a computer terminal sufficient to input and retrieve and manipulate information. Skill in written English sufficient to compose routine and technical business correspondence and reports.

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### BUYER II:

#### EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university in Business Administration and two years of technical experience in large scale buying, specification writing or related professional purchasing responsibilities; OR

II

One year of experience as a Buyer I in Nevada State service; OR

III

Graduation from high school or equivalent education and five years of technical experience in large scale buying, specification writing or related professional purchasing responsibilities; OR

IV

An equivalent combination of education and experience.

### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

General knowledge of the principles of finance and statistics including present value, risk management and cash flow management. Detailed knowledge of purchasing requirements in order to identify and interpret agencies directions.

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## **MINIMUM QUALIFICATIONS**

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont.)**

Basic knowledge of accounting principles sufficient to understand fund accounting methods, monthly and annual reports and vendor financial reports. Knowledge of specific assigned buying commodities to verify level of vendor compliance to accepted purchasing standards. Knowledge of the State's purchasing system/procedures.

### **ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)**

Knowledge of Federal and State rules, regulations and guidelines pertaining to governmental procurement. Knowledge of the principles and practices of purchasing including competitive bidding, determination of needs, selection of items, and specification writing.

Skill in basic mathematical computation in order to calculate rates and cycle times. Skill in operating a computer terminal sufficient to input and retrieve information. Skill in written English sufficient to compose routine and technical business correspondence and reports. Skill in analyzing and comparing specifications, bid documents and bid amounts.

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### **BUYER I:**

#### **EDUCATION AND EXPERIENCE:**

I

Graduation from an accredited college or university in Business Administration and one year of technical experience in buying, specification writing or related professional purchasing responsibilities; OR

II

Graduation from high school or equivalent education and four years of technical experience in buying, specification writing or related professional purchasing responsibilities; OR

III

An equivalent combination of education and experience.

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### **MINIMUM QUALIFICATIONS (Cont.)**

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of specific assigned buying commodities to verify level of vendor compliance to accepted purchasing standards. Knowledge of the State's purchasing system/procedures.

Skill in making oral presentations to provide information or explain purchasing policies and procedures.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of Federal and State rules, regulations and guidelines pertaining to governmental procurement. Knowledge of the principles and practices of purchasing including competitive bidding and specification writing.

Skill in basic mathematical computation in order to calculate rates and cycle times. Skill in operating a computer terminal sufficient to input and retrieve information. Skill in written English sufficient to compose routine and technical business correspondence and reports.

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### **BUYER TRAINEE**

#### **EDUCATION AND EXPERIENCE:**

I

Graduation from high school or equivalent education and three years of technical experience in buying, specification writing or related professional purchasing responsibilities; OR

II

An equivalent combination of education and experience.

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### **MINIMUM QUALIFICATIONS (Cont.)**

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of Federal and State rules, regulations, and guidelines pertaining to governmental procurement.

Skill in operating a computer terminal sufficient to input and retrieve information.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the principles and practices of purchasing including competitive bidding and specification writing.

Skill in basic mathematical computation in order to calculate rates and cycle times. Skill in written English sufficient to compose routine and technical business correspondence and reports.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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|--------------|--------------|--------------|--------------|--------------|
|              | <u>7.307</u> | <u>7.308</u> | <u>7.310</u> | <u>7.318</u> |
| ESTABLISHED: | 12/09/81R    | 04/04/75     | 04/04/75     | 01/24/84     |
| REVISED:     | 07/26/83PAC  | 08/07/80-3   | 08/07/80-3   | 04/13/84-3   |
| REVISED:     | 07/01/93P    | 07/01/93P    | 07/01/93P    | 07/01/93P    |
|              | 09/24/92PC   | 09/24/92PC   | 09/24/92PC   | 09/24/92PC   |